



City of Hannibal

Office of City Clerk

320 Broadway • Hannibal, MO 63401
Phone: 573-221-0111 • Fax: 573-221-8191

Request for Bids On-Site Drug & Alcohol Testing City of Hannibal Employees

The City of Hannibal is soliciting bids for services of on-site, random drug and alcohol testing to accommodate multiple shifts; working with the City Clerk and department heads to determine schedules and other related services to its personnel. All employees who could potentially drive company vehicles or employees who are required to possess Commercial Driver's Licenses (CDL's), and are placed in safety sensitive positions shall be subject to random drug and alcohol testing. In addition, and as required by DOT regulations, all affected Employees and Department Supervisors shall receive one-hour of training annually.

The City shall receive bids to provide the above services for its Employees, until Thursday, February 23, 2012 at 2:00 p.m., at which time bids will be opened and read aloud in Council Chambers. All bids shall be submitted to the City using the enclosed form; to the attention.

City of Hannibal (ARP-01-12)
Office of City Clerk – Angelica N. Vance
320 Broadway
Hannibal Missouri 63401

In order to have a bid considered by the City, each provider shall provide a copy of their City of Hannibal Business License.

The City of Hannibal reserves the right to accept/reject any or all bids.

Any questions regarding the requirements of these services; contact Angelica N. Vance, by calling (573)221-0111 ext. 209. Your interest and participation in this offering will be appreciated.



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REQUEST FOR ON-SITE DRUG & ALCOHOL TESTING SERVICES – CITY OF HANNIBAL

BID SUBMITTAL FORM

The undersigned PROVIDER hereby agrees to provide services to perform on-site, random drug and alcohol testing for the Employees of the City of Hannibal and other related services, the entity must be able to accommodate multiple shifts working with both the City Clerk and department heads to determine schedules. The City reserves the right to waive informalities and accept the Bid it deems best, based upon all evaluation factors.

The annual rates below are to be valid for a period of (1) year, and said rates to expire at the end of workday on *June 30th*. Approximately thirty (30) days prior to the expiration of said term, the PROVIDER and City may extend the Services provided by this Bid in one (1) year increments, extendible up to two (2) additional years, ending 2014/2015 fiscal year. Services provided by Vendor may be renewable for up to (3) years total. Annual extensions shall be allowed only where there is no increase in bid prices. Services to be effective July 1, 2012, ending June 30th of the following year.

By submission of this bid, the undersigned PROVIDER hereby confirms the services required are clearly understood and that said PROVIDER shall meet all requirements as outlines in this document.

Services

| | <u>2012/2013</u> | <u>Cost/Employee</u> <u>2013/2014</u> | <u>20</u> | <u>2014/2015</u> |
|----------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------|-----------|------------------|
| On-Site "Random" Drug & Alcohol Testing (Cost per Employee – Approx <u>117</u> participant's total) | \$ _____ | \$ _____ | \$ _____ | |
| Initial/Set-up/Annual Fee, if Applicable | \$ _____ | \$ _____ | \$ _____ | |
| Annual Training of Safety-Sensitive Personnel (approx, <u>20</u> Employees – As required by DOT & the City) | _____ | _____ | _____ | |
| Annual Training of Department Supervisors (approx. 10 Employees – As required by DOT) | \$ _____ | \$ _____ | \$ _____ | |

Bid Proposal submitted by:

Company Name

Mailing Address, City State, Zip

Telephone Number

Signature of Authorized Representative

Print or Type Name & Title